

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: June 19, 2006  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 South Rose Street  
Kalamazoo, Mi 49007

**PUBLIC HEARING**

President Godfrey called the Public Hearing on the proposed Preliminary Budget for 2006/2007 to order at 4:00 p.m. There were no public comments; the hearing was closed at 4:02 p.m.

**PRELIMINARY BUSINESS**

President Godfrey called the regular meeting to order at 4:02 p.m.

Roll Call: Trustees present: Cynthia Addison, Donald Brown, Robert Brown, Lisa Godfrey, and James VanderRoest and Valerie Wright. Absent: Loren Dykstra

Approval of Agenda

President Godfrey indicated the reports would be reordered to allow the first presenter to leave the meeting on time to meet another obligation.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

A. Resolution to Adopt the Preliminary Budget and Set the Millage Rate for 2006/2007

**Recommendation:** A. Rohrbaugh recommended the board adopt a resolution to approve the Preliminary Budget and authorize that 3.9583 mills be levied for library operations for fiscal year 2006/2007.

Executive Summary: The board reviewed the budget at the May board meeting and conducted a public hearing at 4:00 p.m. prior to the regular meeting for consideration of the budget and millage rate by the public.

**MOTION:** C. ADDISON MOVED AND J. VANDERROEST SUPPORTED ADOPTION OF THE RESOLUTION AS RECOMMENDED.

**Roll Call Vote:** J. VanderRoest – yes; R. Brown – yes; D. Brown – yes; V. Wright – yes; C. Addison – yes; L. Godfrey – yes.



**Motion Carried 6-0.**

**II. CONSENT CALENDAR**

A. Minutes of the Regular Meeting of May 22, 2006

B. Personnel Items

Presentation: Amy Clark transferred from the .75 KPLSP position of library assistant 4 in Loan Services, primarily performing interlibrary loan services, to the position of full-time library assistant 3

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in the Children's Room within Youth and Branch Services.

**Stewart Fritz** was hired for the full-time children's librarian in the Children's Room within Youth and Branch Services. He will begin at KPL in August.

Disposition: The board accepted the minutes of the May 22, 2006 meeting and the personnel items as presented.

#### IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending May 31, 2006

**Recommendation:** Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending May 31, 2006.

**MOTION:** R. BROWN MOVED AND C. ADDISON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.



**MOTION CARRIED 6-0.**

B. Financial Tutorial: Board Liability Insurance Coverage

**Presentation:** Diane Schiller, Head of Business and Finance, provided a report to trustees regarding the library's public officials and commercial umbrella insurance coverage.

**Disposition:** Trustees received and appreciated the information.

#### V. REPORTS AND RECOMMENDATIONS

Action Items

A. Board Calendar of Meetings for 2006/2007

**Recommendation:** A. Rohrbaugh recommended approval of a board calendar of meetings for 2006/2007.

**Executive**

**Summary:** A suggested calendar (below) was presented for board consideration. Exceptions to the fourth Monday were noted on the calendar.

Regular Board Meeting Dates

July 24, 2006	January 15, 2007
August 28, 2006	February 26, 2007
September 25, 2006	March 26, 2007
October 23, 2006	April 23, 2007
November 2006 (No Meeting)	May 21, 2007
December 18, 2006	June 18, 2007

**MOTION:** C. ADDISON MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE CALENDAR AS RECOMMENDED.

**Discussion:** A. Rohrbaugh indicated the proposed calendar does not conflict with holidays or national library conferences.



**Motion carried 6-0.**

## **Reports**

### **B. Law Library**

Presentation: Martha Lohrstorfer, law librarian, reported to the board on law library statistics, programming, printed materials developed to assist patrons, promotional efforts, and the project that is well underway to integrate the legal materials from the reference collection into the law library collection. She noted the average number of client visits is 650 each month, an increase of 30% since 2004.

Disposition: Trustees were pleased with the success and direction of the law library and thanked Ms. Lohrstorfer for her leadership in growing this program.

### **C. Summer Reading Kickoff**

Presentation: Sue Warner, Head of Youth and Branch Services, told trustees the kickoff at the Kalamazoo Kings baseball game on June 16 went well. 600 posters were distributed encouraging children to sign up. So far we are off to a good start; the sign up numbers are excellent. 'Tweens' have their own game this year to provide special encouragement to 5-7<sup>th</sup> graders. There will be some new methods of tracking used this year to evaluate the link between other programs aimed at children and families and summer reading participation.

Disposition: Trustees were enthusiastic about the program and thanked Ms. Warner for the report.

### **D. Energy Project Summary**

Presentation: Ernie Clemence, Head of Facilities Management, described for the board the HVAC/Energy project implemented during 2005/06 to respond to expected energy cost increases. This involved equipment replacement and the addition of a smaller, high-efficiency heating boiler to be used instead of the large boiler when moderate levels of heating are required. We have now had some experience with the new system which has proved to be reliable and maintains comfort levels. The controlling software for the system provides unlimited capability to allow a variety of advanced control strategies and more adjustments will be possible as we become more familiar with the system. The predicted energy and related cost savings are on track and the payback for the costs to implement the system is expected to occur sooner than estimated.

Disposition: Trustees were very pleased with the results of the investment in the energy project and thanked Mr. Clemence for proposing and implementing the project.

## **VI. COMMITTEE REPORTS**

### **A. Finance & Budget Committee**

J. VanderRoest indicated there was no activity to report.

### **B. Personnel Committee**

C. Addison did not have a report from the personnel committee.

## **VII. OTHER BUSINESS**

### **A. Directors Report**

Presentation: The director highlighted several attachments to her written report on various subjects, as well as several positive financial items. The Friends have notified her the 2006/07 gift to KPL will be \$44,900 and in addition they have budgeted \$5000 for mini-grants and \$500 scholarships for qualified KPL staff members.

R. Brown attended the most recent Art Hop in which KPL participated and thought it was wonderful – he enjoyed the art and the artists were terrific and talked easily with visitors. He thought the staff artists’ participation was a highlight and is pleased they have this exposure. He very much enjoyed the music and excellent acoustics of central library. A. Rohrbaugh noted it has been better since we moved the exhibit out of the auditorium and into open areas – although it was a concern that there would be a problem when patrons think we are open for business, but that has not been the case. The word must be out about our site because our attendance is growing.

C. Addison appreciated receiving the articles attached to the report and said she was pleased we are increasing the loan period for “hot picks” from one to two weeks.

L. Godfrey expressed the board’s appreciation for the Friends ongoing support, especially in areas where special financial help makes the difference in whether or not something can be done.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. TRUSTEE COMMENTS**

J. VanderRoest attended and read to children at the Party in the Park and though the weather wasn’t very cooperative and caused a fall off in attendance, it was a great program and lot of fun for both he and the kids. He also attended the Summer Reading kickoff at the Kalamazoo Kings game – lots of positive publicity. He was pleased to see a number of TAB members there. He also appreciated the MLA legislative update attached to the director’s report.

V. Wright also noted she appreciated the attachments to the director’s report this month.

C. Addison said she loves the variety of book lists recently published.

**X. ADJOURNMENT**

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:06 p.m.

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Loren Dykstra, Secretary